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Bureau of Special Education FY'13 Memo #12

Date: February 28, 2013

To: Superintendents of Schools
Directors of Special Education

From: Office of the Commissioner of Education
Division of Instruction
Bureau of Special Education

RE: New Hampshire Parent Involvement Survey Administration 2013

The New Hampshire Department of Education (NHDOE), Bureau of Special Education will be distributing the sixth annual statewide Parent Involvement Survey in Special Education. The NHDOE is required by the Office of Special Education (OSEP) in the Part B State Performance Plan (SPP) and the Annual Performance Report (APR) to conduct a statewide survey for parents with children who are preschool or school age receiving special education services. The purpose of this survey is to measure the percentage of parents with a child receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities. For more information about the SPP and APR indicator: http://www.education.nh.gov/instruction/special_ed/spp.htm

Measurement Incorporated (MI) is assisting the Bureau in the distribution of the survey and the analysis of the survey results. For the purposes of dissemination of the survey, the NHDOE has supplied MI with the name and contact information of the Special Education Director for each school district as well as an estimated number of children receiving special education services, both preschool and school age. If you would like to designate someone other than yourself to disseminate the surveys for your district, please contact Christina Luke at cluke@measinc.com or 1-800-330-1420, ext 202.

The 2013 Parent Involvement Survey Administration includes the following dates and activities.

- **By March 11, 2013**, MI will send each Special Education Director, or designee, a **district package**. Please verify that your district has received the correct number of surveys to meet your current parent count.

Each **district package** contains:

- The FY'13 (2012-2013) Parent Involvement Survey Administration Instructions Guide,
- A list of the total number of preschool and school age surveys for your district,
- A complete sample packet of the preschool and school age survey for your reference,
- The total number of preschool and school age survey packets for parents with children who are receiving special education services, and;
- Ten copies of a flyer to promote parent survey awareness and participation in your school district.

Each unaddressed sealed survey envelope packet for parents includes the following:

- Cover letter to the parent,
- Copy of the survey, and;
- A self-addressed postage-paid envelope for parents to return the survey to Measurement Incorporated.

Also, please take the opportunity to ensure that parent names and addresses are correct. These efforts ensure a stronger parent response.

- **By March 22, 2013** the Special Education Director or designee should respond to an e-mail communication from Christina Luke of MI to confirm that the number of surveys received is accurate or to request additional surveys. If your district has a parent that may need the survey in an alternate form, please contact Christina Luke at MI at cluke@measinc.com.
- **By March 25, 2013** each Special Education Director or designee is expected to mail the addressed survey envelope packets to all parents in their district who have children receiving special education services.
 - Districts should send one addressed survey envelope packet per child, and
 - The survey should go to the person who is signing the IEP; this includes the natural or adoptive parent, legal guardians or educational surrogate parents, including foster parents who have the authority to sign the IEP. In the event that there are separate households, the survey should go to each parent/guardian who signs the IEP.
- **By May 10, 2013** parents/guardians will be asked to complete the survey (using either the paper/pencil or online version).

During the survey timeframe, MI staffs are available at: 1-800-330-1420, ext. 202 or at: cluke@measinc.com to assist parents/guardians to complete either the paper/pencil or online version on the survey. Schools may wish to engage in activities to help increase their response rate to the parent involvement survey. These activities may include sending notices to parents; posting the provided survey flyers in public areas and, posting the online link, password and instructions on the district's website. Also, visit the NH Connections website at www.nhconnections.org for additional tools and strategies.

On- line Survey Link: <http://state.measinc.com/NH>

Your user name is the seven digit number at the bottom of your survey

Your password is nhsurvey12

The Department of Education looks forward to working with your district to ensure an effective administration of the parent survey. If you have any questions, please feel free to contact Mary Lane at: 603.271.3740 or Mary.Lane@doe.nh.gov